Apple Safari on Mac OS X 10.6.x and earlier do not function properly with the Office 365 upgraded web client. Affected users cannot navigate between e-mail, calendar, and people, nor can they compose a new message or reply. EITS recommends the following alternatives:

- Use a different web browser, such as Mozilla Firefox or Google Chrome, when accessing UGAMail on the web.
- Use the Safari browser on Mac OS X 10.7-10.9.

### Composing a Message

1. **New Mail button in OWA**

![Image](image1.png)

(1) New Mail button in OWA

2. **New same-window message compose**

![Image](image2.png)

(2) New same-window message compose

The "New" button, used to compose a new email message, is now located in the upper-left corner of your browser window as shown to the right (1).

By default, instead of opening in a new window, the composition window will replace the "reading pane" in the right-most column, also shown to the right (2):

This new "compose pane" will appear when replying and forwarding a message, as well. This is the default behavior. If you would like to pop this compose pane into a new window, click the open in new window icon.
Always open new message and replies in a new window

You can set OWA to always open replies and new messages in a new window by editing your settings:

1. Click on the gear/settings icon in the upper right corner.
2. Choose "Options."
3. Click on the “Settings” tab in the left column.
4. In the right column, under the heading "reading pane," choose "Type in a new window."
5. Click the “save” button.

Deleting messages

The delete button is no longer located above the message list. It now appears on each individual message when selected, as illustrated below:

In order to delete an individual message, click on the delete icon.

3 conversations selected

DELETE
MARK AS UNREAD
MARK AS READ
MOVE
CANCEL

(3) Bulk operations box.

Moving messages to another folder

The "move" function is no longer a separate button. In order to move a message, you can do one of the following:

• Right-click (Mac: hold the command key while clicking) on the message you wish to move. A menu will appear. Choose "move...," select the folder you wish to move the message to, then click “move.”
• Drag-and-drop the message into another folder. Click on an item in your message list, hold down the mouse button, and drag the message over the name of a folder in the folder list (left column).

Performing actions on multiple messages
You can select multiple messages by clicking on the gray square next to an email message (it only appears when hovering the mouse over the item in the message list) as shown above. This will change the box to a checkmark symbol. You may also use keyboard shortcuts (hold the Ctrl key while clicking on each individual message). Once more than one message is selected, the bulk operations dialogue will replace the reading pane to the right (3).

Navigating between calendar, tasks, email, and contacts

There have been a few changes to navigation in the Office 365 upgrade, as well as some name changes.

- The buttons for calendar, contacts, tasks, and email have moved location.
- "Contacts" is now known as "People" and is located in the top blue bar.
- Outlook is the new term for the "Email" view.
- As shown to the right (4), Outlook (email), Calendar, and People (contacts) are located in the upper right corner. Tasks is now available in the bottom left corner as it was before, but is only visible in the Outlook/email view.

Printing

Printing is still possible through the Outlook Web App! In order to print an individual message, please do the following:

1. Click on any mail item.
2. In the reading pane, click on the ellipsis icon in the upper left corner (see (5) to the right).
3. Select print.

Conversation View

1. Access your email account (via ugamail.uga.edu).
2. In the center column (the message list), you will see a search bar across the top. Immediately beneath it, to the right, will be the text "Conversations By Date." Click on this text to reveal a menu.
3. At the bottom of this menu is the heading "Conversations." Select the option "off" to disable.

Calendar interface changes

The calendar interface has gone through numerous small changes:

- Like the email change, the "New" button is entitled "new event" and is located in the same
location (upper-left corner).

- Editing, deleting, and viewing details of an event is now available in a side tab or pop-up window—similar to the compose pane in the email interface. Click on an event to reveal this pop-up, which allows for modification. See an example of this in (6).
- Month, day, week, and “work week” view options are now located in the top-right corner.
- The share button

is now located in the top-right corner, as well, beneath the view selector.

New Features

The Office 365 upgrade includes a number of new features previously exclusive to the full desktop Outlook client, including inbox and calendar sharing!

Calendar permissions and sharing

A new feature of the OWA interface is the ability to perform more granular sharing permissions, including making an individual a delegate of your calendar, without having to use the full Outlook desktop client! In order to share your calendar:

1. Click on Calendar in the upper right corner.
2. Click on the share button

in the upper-right.
3. The sharing pane will appear (see (7)).
4. Type in the name of the individual with whom you wish to share in the Share with field.
5. Click on their result to reveal a pulldown menu.
6. Use the pulldown menu to change their sharing permissions.
   - Availability Only will only show this individual or group if you are free or busy.
   - Limited Details will display the name of the event and the time/duration, but no other details.
   - Full Details will show date, time, location, and attendance of events.
   - Editor rights allow the individual to see the Full Details of an event, as well as the ability to delete, create, and edit all events in your calendar.
   - Delegate access gives one the ability to perform all the actions of an Editor, as well as accept invitations on your behalf.

Mailbox and folder sharing
A feature previously reserved for the full Outlook desktop client, mailbox folder sharing is now available on the web. You may now share your inbox or other folders with other UGAMail account holders! Follow the below steps to setup sharing in your inbox:

1. In your email view, right click (Mac users: hold the Command key while clicking) on the folder you wish to share in the left column.
2. Choose permissions...
3. As shown in (8) to the right, the "permissions for the folder" window will appear. Click on the + icon to add permissions for a new individual.
4. Type in their name, then click on the result from the list. Click "add" to add this user to the list.
5. Highlight their name in the sharing list, and change their permissions as desired. See below for an explanation for each permission type.

 Opening Shared Folder

Remember, this individual will have to open the shared inbox in their account once they are given permission. To do this:

1. In the folder list, right-click (Mac users: hold command while clicking) on your name.
2. Choose add shared folder...
3. Type in their name, then click on the result from the list. Click "add."
   - A new group with their name will appear beneath your personal folders; click on the arrow next to it to display all folders.

*Show Explanation of Permissions Settings*